

Community Corrections Officer 2 (Bellingham and Port Angeles Field Office)

\$3,293 - \$4,322 Monthly (Range 49) Plus Excellent Benefits!

Agency Information

The Department of Corrections is seeking highly motivated and qualified individuals as a Community Corrections Officers for opportunities, located at Bellingham Field Office in Bellingham, and Port Angeles Field Office in Port Angeles, Washington.

At the Department of Corrections we place high value in our employees, and are always looking to add more great individuals to our staff. If you have the skills, the dedication and the aspiration to make a difference, then we encourage you to apply.

Agency Profile:

The Department of Corrections, as a partner in the criminal justice system, enhances public safety, administers criminal sanctions and programs in accordance with the law, and provides leadership for the future of corrections in Washington State.

DOC offers

- * Hundreds of rewarding and exciting careers
- * Flexible schedules
- * Comprehensive compensation packages
- * Training and development opportunities
- * Tuition reimbursement
- * The fulfillment of public service

The mission of DOC is to improve public safety.

The Department consists of the Office of the Secretary, Prisons Division, Community Corrections Division, Government Community Relations & Regulatory Compliance Division, Administrative Services Division, Offender Treatment & Re-Entry Programs Division, and Health Services Department. The Department employs over 8,100 staff and has a biennial budget of approximately \$1.8 billion.

For additional information about the Department of Corrections, please visit www.doc.wa.gov.

Community Corrections Division:

The Community Corrections Division (formerly known as probation and parole) supervises an active caseload of approximately 27,000 offenders in communities and work release facilities across Washington State. The Division's 1,430 employees promote reintegration and public safety by:

Providing guidance, support and program opportunities for all offenders returning to the community.

Holding offenders accountable to their imposed conditions, as they resume life within the community.

Collaborating and supporting community resources and parties with a vested interest in successful offender transition into the community.

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Duties

Community Corrections Officers supervise offenders who have either been confined in a county jail or prison (for felony convictions of more than a year), or were sentenced to direct supervision in the community. Most offenders have conditions of supervision. These conditions are guided by public-safety considerations and engage each offender in programs to reduce their likelihood of re-offense. Offenders report to Community Corrections Officers and, depending upon the offender's history or crime, may be required to participate in substance abuse treatment programs, offender change programs, counseling, family reunification programs, and other services proven to reduce the likelihood of re-offense.

Work assignments include:

- >Participate in the formation and maintenance of successful relationships and involvement with community members and resources to enhance services to offenders. Work with community and corrections partners to facilitate offender programs and the successful re-entry of an offender into society.
- >Facilitate offender change groups.
- >Counsel offenders and/or refer them to counseling or other resource/treatment programs
- >Conduct field visits (offender homes and worksites) under possibly adverse or hazardous conditions.
- >Make appropriate decisions regarding loss of liberty, sanctions, treatment, and education referrals.
- >Present documentation, oral testimony, and sanction recommendations for Court/Hearings.
- >Identify, collect, document, and maintain evidence and information from outside sources.

Qualifications

Requirements:

Bachelor's Degree from an accredited college or university whose accreditation is recognized by the U.S. Department of Education and the Council for Higher Education Accreditation (CHEA), AND One year of full-time experience as a Community Corrections Officer for the state of Washington.

OR

Bachelor's Degree from an accredited college or university whose accreditation is recognized by the U.S. Department of Education and the Council for Higher Education Accreditation (CHEA),

AND

One year of professional experience in adult or juvenile corrections or closely related field which includes case management.

A Masters degree in sociology, social work, psychology, criminology, or closely related field from an accredited college or university whose accreditation is recognized by the U.S. Department of Education and the Council for Higher Education Accreditation (CHEA) will substitute for the required experience.

Possess a valid driver's license.

Note: Case management activities include assessment of risk factors; designing, monitoring and/or facilitating treatment plans; determining and making referrals to resources as appropriate (chemical dependency, substance abuse, family counseling, job training assistance, etc); maintaining official records and tracking client progress/compliance; and assisting individuals who are unable to independently access support systems or community resources such as those providing food, clothing, or monetary assistance and shelter.

Special Notes

Application Process:

In order to be considered for this position, you must complete the entire Application Wizard, however, completion of the Diversity Profile Questionnaire is optional. To ensure you complete the entire application, once in the Application Wizard, scroll to the right of the page and use the arrows to go to additional tabs. Remember to click on "Save" at the bottom of each tab to ensure your entries are saved. Be sure to unlock your profile and keep your email address and other contact information current. For further information about managing your application and profile, please refer to "Manage Your Job Applications and Profile" link from the www.careers.wa.gov website.

All Department of Corrections' employees are fingerprinted for a criminal history background check.

Employees work with offenders in a potentially hazardous setting. Please consider this when deciding whether to apply.

Tuberculosis is a priority health issue for Department of Corrections' employees. Periodic skin tests are required for all health care providers and those who transport known/suspected Tuberculosis patients. Testing is voluntary for all other employees. When positive tests result, further testing and treatment may also be required. Employment is not contingent upon test results.

All full-time Community Corrections Officers will complete Adult Services Academy within six months of appointment.

Positions in this classification are included in a Union Shop that requires employees to become members within thirty (30) days of employment.

All DOC facilities are smoke and/or tobacco free.

Other Information

Department of Corrections Core Competencies for All Employees:
Safety, Treats Others with Respect and Courtesy, Dependability, Accountability, Judgment and Problem Solving, Leadership, Communication, Relationship Building, and Ethics and Integrity.

The State of Washington is an equal opportunity employer. Persons with a disability who need assistance in the application or testing process, or those needing this announcement in an alternative format, may call (360) 664-1960 or toll free (877) 664-1960 or Telecommunications Device for the Deaf (360) 664-6211. For questions about this recruitment, please email jenny.tan@doc.wa.gov or call 206-254-4875.

How to Apply

For job seekers who are not permanent state of Washington employees:

1. Go to <http://careers.wa.gov/SearchAndApply.htm>.
2. If you are a new user, click on Register Now under the heading: **New Users**. Complete the fields under the **Registration** page. Remember to read and confirm acceptance of the Data Privacy Statement under the **Data Privacy Statement** header. Click Register. You are encouraged to build your profile in the system by clicking Option 1: Build Resume Profile under the header **My Resume**. Returning users can log-in by clicking the Job Seekers Login button.
3. Click on Apply Directly under the heading **My Job Search and Applications**.
4. In the reference code field, enter ***21326*** and click on Start Search.
5. Click on the link, under the **Job Posting** column heading to view the complete announcement and apply.
6. Click through all the tabs along the top to complete your application and a questionnaire.
7. Attach your current resume through the **Attachments** tab.
8. Submit a cover letter summarizing how your knowledge, skills and abilities meet the minimum qualifications of this position under the **Cover Letter** tab.
9. Your application will not be submitted until you hit the **Submit** button under the **Send Application** tab. Make sure to review all your information as you will not be able to edit your application once it has been submitted.
10. If you would like to see the status of your application, click on View Profile and Application History Statuses and Scores under the **My Job Search and Application** column heading on the **External Job Seeker Start Page**. You will be able to view your questionnaire scores on this page, including the latest status of all your applications.

Help is available

- A users' guide for applying to jobs is available at <http://careers.wa.gov/help/>.
- If you need assistance applying for this job, please call DOP at (360) 664-1960 or

1-877-664-1960 or e-mail Information@dop.wa.gov.